



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD
ALBANY, GEORGIA 31704-1128

5310
L09(x5240)
26 March 02

POLICY STATEMENT 1-02

From: Commanding Officer
To: Distribution

Subj: INTERNAL PRIORITY PLACEMENT LIST

Encl: (1) Sample Letter to Affected Employee
(2) Sample Letter to Affected Employees/Solicitation of Volunteers

1. Purpose. To establish policy for creating and using an Internal Priority Placement (IPP) List at MCLB Albany.

2. Background

a. Historically, MCLB Albany has used management-directed reassignments proactively to avoid the necessity of separating permanent employees through reduction-in-force (RIF) procedures.

b. Management-directed reassignments under this policy are to positions at the "same pay plan and grade level" and for which the employee is "qualified." Employees may be considered for lower-level positions with "retained pay" on a voluntary basis; however, "retained grade" may not be authorized under this policy.

3. Policy. It is the policy of this Command that all permanent personnel displaced through no fault of their own due to loss of work or funding will be placed on the IPP List and given priority consideration for permanent vacancies. This will be done prior to considering employees on the DoD Priority Placement List, commonly referred to as the "Stopper List." To ensure consistency throughout the Base, the following procedures will be implemented:

a. Identification of Positions for Abolishment. Organizations will submit a list of positions to be abolished and the employees to be placed on the IPP List via the chain of command to the Human Resources Office (L09), Building 3010. The initiating organization will be responsible for retaining the

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appropriate documents and records to document and justify the elimination of encumbered billets.

b. Placement on IPP List

(1) When a position is designated for abolishment and only one employee is assigned to that PD, that employee's name will be added to the IPP List or afforded the opportunity to apply for discontinued service retirement (DSR), and the incumbent will be notified by the appropriate manager. See enclosure (1).

(2) When a position designated for abolishment has two or more employees assigned to the same PD, the manager will provide each of the affected employees a letter requesting volunteers to go on the IPP List or to apply for DSR. See enclosure (2).

(a) If more employees volunteer than are needed, the senior employee, as determined by SCD for RIF, will be placed on the IPP List or afforded the opportunity to apply for DSR.

(b) If no one volunteers, or fewer than needed, the junior employee(s), as determined by SCD for RIF, will be placed on the IPP List.

c. Filling Vacancies from the IPP List

(1) Management-Directed Reassignments

(a) When only one employee on the IPP List is qualified for a current recruitment action, a management-directed reassignment will be initiated. Placement into the vacancy will normally occur no later than the beginning of the second pay period after the employee is notified.

(b) When more than one employee on the IPP List is qualified for a current recruitment action, the gaining manager may interview and select from the qualified employees on the IPP List. The selected employee will normally move to the vacancy no later than the beginning of the second pay period after the employee is notified.

(2) Personnel on the IPP List who do not meet all of the specified requirements described in the published standards may

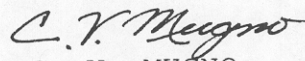
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be placed in a vacant position if the manager of the gaining organization documents that the applicant's overall background shows evidence of his/her potential success in the position to be filled through "in-service placement." This does not authorize disregarding minimum educational, licensure or certification requirements in OPM standards.

(3) Restructuring Vacant Positions to Lower Grades. Whenever feasible, managers will restructure vacant positions to lower grades to permit the placement of personnel from the IPP List.

d. These and any other techniques possible within personnel regulations should be pursued to the fullest extent to place personnel on the IPP List into hardline vacancies.

4. Command. The Commander, Marine Corps Logistics Bases, concurs with this Policy Statement as it pertains to MARCORLOGBASES personnel physically located at Albany, Georgia.


C. V. MUGNO

Distribution: A

SAMPLE LETTER TO AFFECTED EMPLOYEES

5300
(Code)

From: (Organization Head)
To: (Employee)

Subj: PLACEMENT ON THE INTERNAL PRIORITY PLACEMENT LIST

Ref: (a) Policy Statement xxxxx

1. You are hereby officially notified that the position that you currently encumber has been identified for abolishment, and efforts will be initiated to place you on a permanent position in accordance with the procedures outlined in the reference.
2. If you are interested in applying for discontinued service retirement (DSR), please contact the Head of the Personnel Operations Branch (L09-3), CHRO-SE, at 639-5273. Employees retiring under discontinued service are not eligible for Voluntary Separation Incentive Pay (VSIP). If you qualify for and are offered a position within the commuting area which is not lower than two grades below that of your current position, you will no longer be eligible to apply for DSR. If you have any questions regarding DSR, the Head of Personnel Operations can be reached at 639-5273.
3. It should be emphasized that you are being identified for internal priority placement consideration because you are the only employee assigned to the position description that is being abolished, that this action was not initiated for "cause or disciplinary reasons," and that the procedures in the reference will be followed to ensure consistency and fairness.
4. If you have any questions or if you need any type of reasonable accommodations, please let me know as soon as possible.

(Name)

Copy to:
Dir, CHRO-SE
Manpower Management Officer (Base or LOGBASES)
Pres, AFGE Local 2317 (If bargaining unit employee)
Pres, FMA Chapter 101 (If supervisor or manager)

Enclosure (1)

SAMPLE LETTER TO AFFECTED EMPLOYEES/SOLICITATION OF VOLUNTEERS

5300
(Code)

From: (Organization Head)
To: (Employee)

Subj: PLACEMENT ON INTERNAL PLACEMENT LIST/SOLICITATION OF
VOLUNTEERS

Ref: (a) Policy Statement xxxxx

1. This is to officially notify you that the position that you and multiple other employees encumber has been identified for reduction by (insert number) positions.
2. If you would like to volunteer to be placed on the Internal Priority Placement (IPP) List and/or apply for discontinued service retirement (DSR), please annotate that decision on the bottom of this letter and deliver it to the Head of the Personnel Operations Branch (L09-3), CHRO-SE, Building 3010, within 3 working days. Employees retiring under discontinued service are not eligible for Voluntary Separation Incentive Pay (VSIP). If you qualify for and are offered a position within the commuting area which is not lower than two grades below that of your current position, you will no longer be eligible to apply for DSR. If you have any questions regarding DSR, the Head of Personnel Operations can be reached at 639-5273.
3. It should be emphasized that this action was not initiated for "cause or disciplinary reasons" and that the procedures outlined in the reference will be followed to ensure consistency and fairness.
4. If you have any questions or if you need any type of reasonable accommodations, please let me know as soon as possible.

(Name)

Copy to:
Dir, CHRO-SE
Manpower Management Officer (Base or LOGBASES)
Pres, AFGE Local 2317 (If bargaining unit employee)
Pres, FMA Chapter 101 (If supervisor or manager)

Enclosure (2)

Subj: PLACEMENT ON INTERNAL PLACEMENT LIST/SOLICITATION OF
VOLUNTEERS

_____ I would like to volunteer to be placed on the IPP
List.

_____ I would like to be considered for "discontinued
service retirement."

_____ I am not interested in either of the aforementioned
options.

(Signature/date)